To show that you can use and understand Excel, and try new things, complete the following mini-project.

1. From the “function library” group in the functions tab, choose a function that we have NOT used in class.
2. Use your resources (the help menu that comes up when you press F1, the Internet, or…) to help you figure out how to use this function. Create a Works Cited page in Word and list the sources that you used to figure this function out in MLA format.
3. IN YOUR OWN WORDS, write a short explanation of how to use the function you are researching.
4. Come up with a situation in which using your function could be useful. Make up a short assignment, along the lines of a Guided Practice or Independent Practice, which would help other grade 9 students learn to use your function properly.
5. Create an answer key for your Excel assignment. If I gave your assignment to the class, how would you mark it?

You will be marked on the following criteria:

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| --- | --- | --- | --- | --- |
| Criterion | 4 (excellent) | 3 (good) | 2 (acceptable) | 1 (in progress) |
| Works Cited | formatted exactly in MLA format | MLA format with 1-2 minor errors | MLA format with 3-5 minor or 1 major error | Not in MLA format |
| Explanation | Very clear. No questions are left for the reader | Clear. Readers might have one or two minor questions. | A bit fuzzy. Readers might have to re-read this explanation. | Not clear. Readers will have to refer to other resources to understand. |
| Assignment | Assignment is created for a “real-life” type situation.  Steps are very clear and support learning. One or two questions are included. | Assignment may be a bit outside the “real-life” type of situation.  Steps are clear and support learning. | Assignment seems to be a bit far-fetched for a “real-life” type situation.  Steps are not always clear. | Assignment seems to be created with no real-life situation in mind.  Steps are unclear. |
| Answer key | Clearly shows the use of the formula in context, as well as other Excel features. | Clearly shows the use of the formula OR other Excel features. | Shows the use of the formula and other steps. | Does not show the use of the formula OR is incomplete. |